

BREWOD AND COVEN PARISH COUNCIL
WITH BISHOP'S WOOD AND COVEN HEATH

MINUTES FOR THE MEETING OF THE COUNCIL
HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY 30 APRIL 2015 AT 7.30PM

PRESENT:

M. Alden-Court, Mr A. Ball, Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr J. Pegg, Mr G. Sibley, Mrs L. Tomkins, Dr R.C.H. Taylor, Mr M. Webb MBE.

IN ATTENDANCE:

Cllr B Cox.

APOLOGIES:

Mrs J. Carr (prior meeting), Cllr M. Hampson (illness), Mrs L. Holmes, Mr G.E. Martin (illness), Cllr M. Sutton (prior meeting), Cllr Mrs W. Sutton.

DECLARATIONS OF DISCLOSABLE PERCUNARY INTERESTS AND REQUESTS FOR DISPENSATION:

There were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

Dr. R. Taylor declared a disclosable personal interest in planning application 15/00301/LBC.

MINUTES:

The Minutes of the Meeting held on 9 April 2015 were approved as being an accurate record and duly signed.

The Chair read a letter received from Mr G.E. Martin advising that he would not be seeking re-election due to ill health.

CRIME AND DISORDER ACT:

Section 17 of the Crime and Disorder Act, 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

353. **PUBLIC PARTICIPATION:**

No members of the public were in attendance.

354. **POLICE REPORT:**

No Police Report was received.

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MATTERS ARISING:

374*. **Bishops Wood Skate Park.** Letter received from Mr T. Sloane on behalf of Bishops Wood Village Hall Committee regarding the skate board park, copies circulated prior to the meeting. Mr J. Pegg stated there was an article in Bishops Wood Bugle magazine asking for residents' opinions towards the future of the skate park. A copy of the article was not available for comment.

It was resolved that the Clerk contact Mr Sloane to arrange a meeting with Bishops Wood Village Hall Committee, to discuss the future of the skate park, to provide information that the Parish Council had previously requested and consider responses received from the article in the Bugle.

119. **Grounds Maintenance, The Bront.** Email received from Mr A. Cousins advising that he had met with Mrs Allsopp regarding Himalayan balsam at the Bront. Mr Cousins recommended that the weeds be cut down prior to flowering. Quotes to carry out the work were being sought.

Matter of report.

313. **Extension to Burial Ground, Coven.** Mr D. Evans asked that the Parish Council considered providing a central burial site, in conjunction with South Staffordshire Council. As far as can be established Parish Councils have a power, but not a duty to acquire and maintain a burial ground, and were usually restrained from exercising this power by the lack of available finance. (Open Spaces Act 1906 ss9 and 10 and Local Government Act 1972 s214, Responsible Care for Churchyards Guide). Mr Evans stated that he had merely asked that the Parish Council put pressure on South Staffordshire Council to provide a central site.

It was resolved that the vicar at St Paul's church, Coven investigate the cost of providing a burial ground and once received, approach the Parish Council for a grant.

MATTERS ONGOING:

The Matters Ongoing Report was circulated prior to the meeting.

391*. **School Lane Playing Field.** Solicitor to pursue and advise the Council accordingly. Response received from Mr Monckton, meeting to be held 5 May 2015, with the solicitor and the working party.

It was resolved that Mrs J. Carr, Mr R. Dakin, Cllr D. M. Holmes, Mrs J. Jefferies, Dr R. Taylor, Mr M. Webb MBE and the Clerk attend the meeting.

70. **Library Consultation.** Letter sent to Cllr P. Atkins 21 April. Letter received from Mr Atkins (not in response to the Council's letter). Tabled at the meeting. Various options were discussed.

It was resolved to leave the matter in abeyance until the new Parish Council was formed.

329. **Car Scheme Co-ordinator Vacancy.** Interviews took place 30 April 2015. Mrs Sofena Phillips had been selected for the role of Car Scheme Co-ordinator and was able to commence employment 5 May 2015.

It was resolved that the recommendation of the Staffing Committee to appoint Mrs Phillips to the post of Car Scheme Co-ordinator (15 hours per week) with effect from 5 May be approved.

402* **Allotments Coven Heath.** Reduction of boundary hedge/trees.

It was resolved that the Assistant Clerk seek further quotes for completion of the pruning of the hedge/trees.

256** **Traffic Management - Congestion in Dean Street.** Dr R. Taylor requested that the Clerk write to Mr and Mrs Marks and Mr and Mrs Cox regarding irresponsible parking of work vans which were regularly

causing an obstruction in Dean Street. It was noted that in order to use traffic cones, permission from Highways was necessary.

263. **Middle Lane, Coven Heath.** Mrs L Tomkins thanked Cllr. B Cox for his assistance with a planning matter in Coven Heath. Cllr Cox advised that a retrospective planning application was an option and agreed to gather further information from Catherine Gutteridge and advise Mrs Tomkins immediately by email.

153. **Thomas Telford Bridge A5.** Clerk to pursue this with the Canal and River Trust.

It was resolved that items 245, 247**, 269**, 385*, 20/91, 141, 135, 227, 238, 257, 293, 304 and 329 be removed from Matters Ongoing.**

CORRESPONDENCE RECEIVED:

355. Members consider whether or not to commemorate the 70th Anniversary of VE Day in May. It was noted that a number of other organisations would be holding events.

It was resolved that the Parish Council would not commemorate VE day but would consider commemorating VJ Day in August. Matter to be placed on a future agenda.

356. Email received from Mr T. O'Neill who previously worked for South Staffordshire Council's Planning Department. Mr O'Neill was currently at university and had invited the Parish Council to take part in some research regarding preservation of Conservation Areas, a copy was circulated prior to the meeting.

It was resolved that Dr R. Taylor would participate in the research project on behalf of the Parish Council.

357. Email from Lucy Duffy advising that South Staffordshire Council's Planning Department was changing the electronic storage system and advised that as a result, access to electronic planning documents would be slower.

Matter of report.

358. Helen Marshall of South Staffordshire Council's Policy and Partnership team met with the Clerk on 22 April to give an overview on the new Safer Neighbourhood Panels. Ms Marshall would be forwarding a full report in due course.

Matter of report.

359. Email received on behalf of Mrs Robinson of Coven, regarding the bench at Lawn Lane which was surrounded by litter. The Council's handyman had been asked to clear the rubbish and clean the bench and surrounding slabs, although it may not be the property of the Parish Council.

Matter of report.

360. Email received from Mr B. Swift regarding minor vandalism of the perimeter fence around Brewood Tennis Courts, copy was circulated prior to the meeting.

It was resolved that the Parish Council was in agreement with the proposed action to be taken by the Tennis Club.

361. Email from Moira Alden-Court regarding bluebottle flies in Churchfield Close and Lawn Lane which may be from the composting site at Lawn Lane. Coven.

It was resolved that the Parish Council take no action.

362. Email received from Mr G. Sutton of 28 Churchfield Close, Coven, requesting permission to replace a shed at the allotment with one the same size.

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It was resolved that the Parish Council approve Mr Sutton's request.

363. Bus Route 76. It had been brought to the Council's attention that the 76 bus would no longer travel along School Lane in Coven. A National Express West Midlands bus was now operating between Stafford and Wolverhampton via Penkridge, Gailey, Coven, i54 and Pendeford.

It was resolved that the Parish Council take no action.

364. Email received from Mr T. Friend regarding the forthcoming events to celebrate the 150th Anniversary of Brewood Cricket Club.

It was resolved that the Clerk write a letter of congratulations to Brewood Cricket Club. Details of the up and coming events to be placed on the Council's Facebook page and noticeboards.

365. **CORRESPONDENCE CIRCULATED:**

Brewood Civic Society: Minutes of meeting held on 13 April, copy letters on various planning matters. Notice of AGM to be held 13 May 2015.

Staffordshire Wildlife Trust What's On (May to August), notice of AGM and Wildlife Magazine

Village News April 2015

NALC Financial Topic Note regarding the abolition of the Audit Commission.

366. **DISTRICT/COUNTY COUNCIL'S REPORT:**

Cllr. D. M. Holmes informed the Parish Council that a traffic diversion would be put in place 26 May 2015 at High Green, Brewood from its junction with Wharf Lane for a distance of approximately 100m in a westerly direction. The preferred alternative route for traffic would be via Kiddemore Green Road, Ivetsey Bank Road, A5 Watling Street, Claygates Road, Four Ashes Road, Somerford Bridge Road, Engleton Lane, Stafford Street and Bargate Street. It was anticipated that the works would be completed by 31 May 2015.

367. **CHAIRMAN'S REPORT:**

The Chair M. Alden-Court had nothing to report.

368. **FINANCE REPORT:**

The Council received the Finance report from Mrs J. Jefferies in the absence of Mrs J. Carr, and resolved the following matters:

- The income and expenditure accounts payable as at 30 April 2015, income £2,596.67 and expenditure £8,467.48 including standard salary payments **be approved**. Members' attention was also drawn to the increased employer pension contribution from 1 April 2015 at 20%.
- The Council consider quotes for Grounds Maintenance charges for the forthcoming year, copies were circulated prior to the meeting. **It was resolved to accept the quote received from Entrust at a cost of £4,290 exclu VAT.**
- The Financial Summary - Cash Book Reconciliation for March 2015 **be approved**, copies circulated prior to the meeting.
- The Q4 financial comparison **be approved**, copies circulated prior to the meeting.

- The payment of the grant for £2,000 to Brewood First Responders (audited accounts submitted at the meeting held on 13 December 2014), **be approved.**
- Internal Audit – in the expectation of the 2014/15 accounts being available for audit by mid-May, the Clerk to arrange for the Council's appointed internal auditor, Mr A Toplis to undertake the internal audit.

It was resolved that the Parish Council approve that Mr A. Toplis complete the internal audit.

295. **CPI Bid.** As part of the bid for remedial work to Footpath 3 Brewood, the Parish Council would be required to make some contribution to the cost of the work. Members were asked to consider what level of funding it would be prepared to commit to upgrading the footpath.

It was resolved that the Parish Council pay 20% of the cost to upgrade.

352. **Car Scheme Year End Accounts.** Mrs V. Turner had previously agreed to audit the Car Scheme Accounts. The year-end report would then be forwarded to Staffordshire County Council. It transpired that the accounts were not up to date. Clerk's Report referred.

It was resolved that Mrs V. Turner be paid for work carried out to complete the car scheme accounts to year end.

369. **PLANNING REPORT:**

The Council received the Planning Report from the Head of Planning Mrs J. Jeffries and considered the planning applications received.

370. **PLAYING FIELDS REPORT:**

- Bishops Wood playing field and skateboard park, no report was received.
- Brewood playing field and skateboard park, Mr D. Evans reported that the grass had been cut and that the mowing was substandard. The hedge needed cutting and there was a lot of water at the far end of the field.
- Coven playing field and skateboard park, Mr R. Dakin reported that the aerial runway had been repaired, there was a new large hole in the perimeter fence around the tennis court. The hole near to the entrance gate of the court was getting bigger. A downpipe bracket on the changing rooms needed to be fixed back to the wall.
- The Bront, Mr R. Dakin reported that all play equipment had been removed. There was still a lot of dog fouling on the footpaths and grass verges. The Council considered the possibility of installing dog bag dispensers at the Bront.

352. **CLERKS REPORT:**

The Council received the written report of the Clerk and noted its content.

- Summer SUSSED. It was agreed that the Parish Council provide activities at the three village halls during the summer school holidays.

ANY OTHER MATTERS OF REPORT (for inclusion on the agenda for the next meeting if appropriate)

Dr R. Taylor reported that large intrusive signs had been erected by Staffordshire County Council around Brewwood advising motorists to 'stop for the Lollipop'. Dr Taylor had asked the lollipop man if he had experienced any problems, which he had not. Clerk to advise the County Council that unless there was any evidence to support the need for the signs, they would be taken down in two weeks.

Mr J. Pegg questioned who was responsible for ensuring public footpaths were adequate to walk along. It was agreed that Mr Pegg would speak to Stafford County Council's ranger in the first instance in order to get the footpath across the field currently farmed by PDM in Bishops Wood reinstated.

The Parish Council thanked the retiring Members for their contribution; Mr A. Ball, Mr G.E. Martin and Mr J. Pegg. Mrs J. Jefferies proposed the Parish Council set aside some time to invite back and celebrate the work they had put into the community.

There being no further business, the meeting closed at 9:20pm.

.....Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 9 APRIL 2015**

MATTERS ARISING

374*. **Bishops Wood Skate Park.** Copy of response sent to Mr T Soane tabled. Members may wish to consider forwarding a copy to Mrs Westwood for information.

Members' views.

295. **CPI Bid.** Dr Taylor, and I met with Mr Downes regarding a quote for upgrading footpath 3 in Brewood where it crosses the stream. Mr Downes to submit a quote within the next few weeks as he will be on holiday. Further contractors to be approached.

Matter of report.

391* **School Lane Playing Field.** Email sent to the solicitor requesting available dates to meet, no response received. I will follow this up as a matter of urgency.

Matter of report.

MATTERS ONGOING

269** **Superfast Broadband/Internet Connection.** BT have still been unable to process the order so we do not have fibre broadband installed yet. We will continue to endeavour to transfer to the new contract as soon as is possible. The office has been without telephone or internet since Tuesday as the line was not reconnected when the new telegraph pole was erected on Tuesday evening. Apologies to Gemma for the inconvenience of having to work from my house this morning!

Matter of report.

OTHER MATTERS

119. **Grounds Maintenance, The Bront.** Further letter received from Mrs Allsopp regarding Japanese knotweed/Himalayan balsam at the Bront. A copy has been forwarded to Mr A Cousins for him to action as necessary.

Matter of report.

320. **Grass Verge Engleton Lane.** Further email received from Mr G. Gould of 42 Engleton Lane regarding damage to the grass verge opposite his house. He states that the damage previously reported as being caused by vehicles to his address was caused by someone else but in the spirit of BKV will try to make good the ground.

Matter of report.

Letter received from Mr J. Pegg advising that he would not be seeking re-election in May and advising that he would speak during Public Participation on matters relating to Bishops Wood and Bishops Wood Village Hall.

Matter of report.

Hedges at Bishops Wood Village Hall. At the last meeting Mr J Pegg enquired about responsibility for hedge cutting at the village hall. The hedges belong to either Staffordshire Highways or Mr B Cambridge. As Mr Cambridge has cut all his hedges, it would appear that anything uncut is the responsibility of Highways.

Matter of report.

Car Scheme End of Year Accounts. As Claire Macquarie has resigned, I met with her to discuss what would be outstanding when she finishes on 16 April. She has assured me that the accounts will be up to date, and she will do as much as she can towards completing the annual report. She has recommended that the Car Scheme sets up a petty cash imprest account as currently there is no accountability for the purchase of stamps and small items through the car scheme accounts.

Matter of report.